

MONTANA CHEMICAL DEPENDENCY CENTER POLICY AND PROCEDURE MANUAL

Policy Subject: Staff Training & Development	
Policy Number: PRP 14	Standards/Statutes: ARM 37.27.121.128 3-0190 MOM
Effective Date: 01/01/02	Page 1 of 2

PURPOSE: To provide staff with opportunities for professional growth and development.

POLICY: Employees are provided the opportunity, upon written request, for training and continuing education at the discretion of their immediate supervisor and the Executive Administrator.

PROCEDURE:

I. The following classes will be mandatory upon employment and on an annual basis:

- A. Sexual Harassment
- B. Confidentiality
- C. Documentation
- D. Fire, Safety & Disaster Training
- E. CPR for nursing and treatment specialists
- F. Cultural Sensitivity
- G. Non-violent crisis intervention
- H. Back safety
- I. OSHA

II. Staff who attends mandatory training that is not scheduled during their regular work shift will be paid overtime or compensatory time.

III. Training, workshops, seminars, and continuing education opportunities are available at staff request and upon approval by their immediate supervisor and the Executive Administrator.

IV. All training and staff development will be documented in the personnel file.

V. It is the employee's responsibility to furnish a copy of the certificate received for the training to the personnel support staff for insertion in the file.

VI. Educational leave will be granted on an individual basis in accordance with State, Department and Agency policy.

Revisions:

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